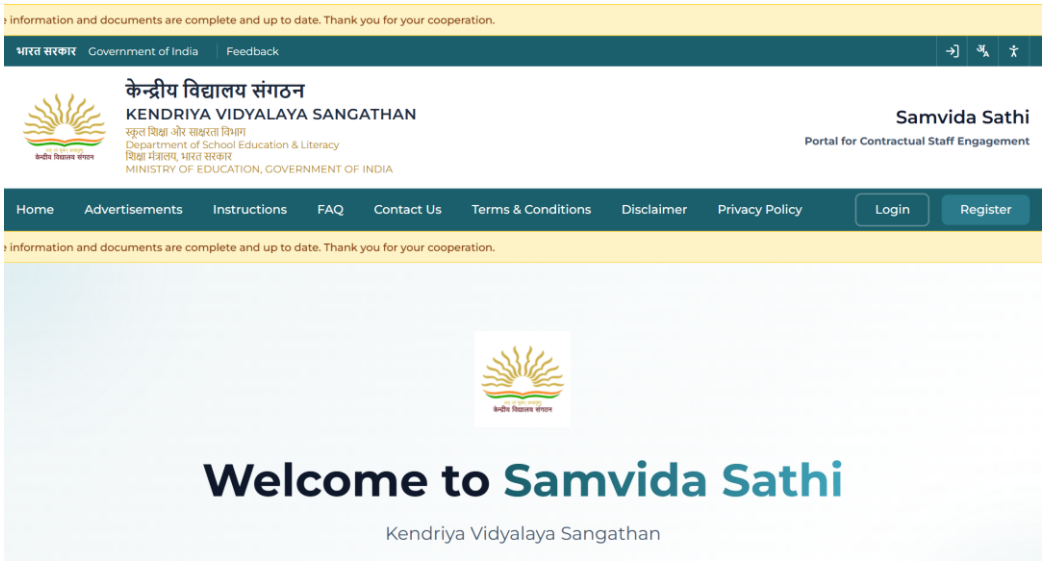
# Samvida Sathi – Candidate User Manual

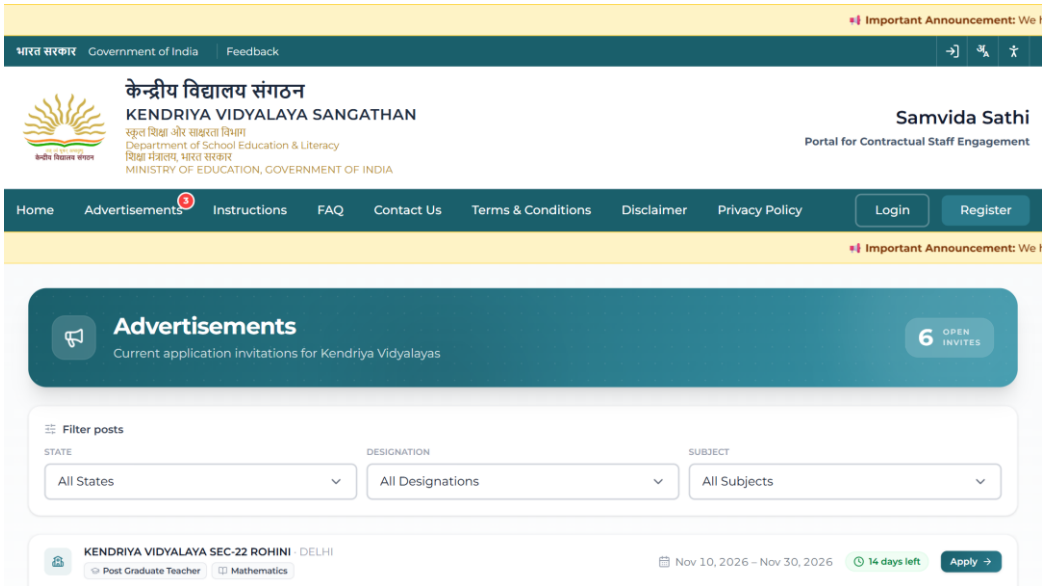
Nov 16, 2026

## 1. Getting started

Open the portal. Click **New Registration** to create an account, or **Login to Continue** if you already have one.



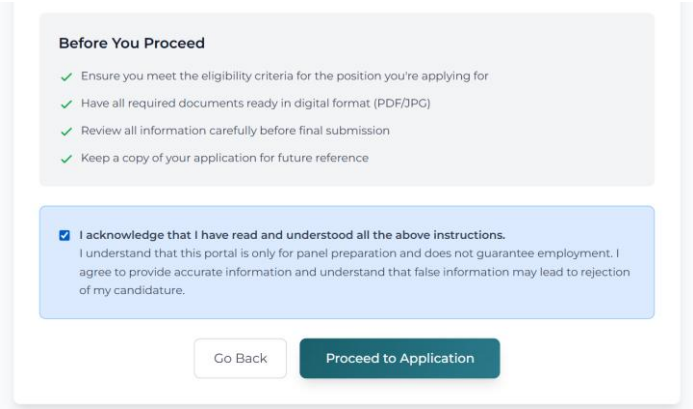

Click **Advertisements** to see the schools and posts open now. Use the **State**, **Designation** and **Subject** filters to narrow the list.



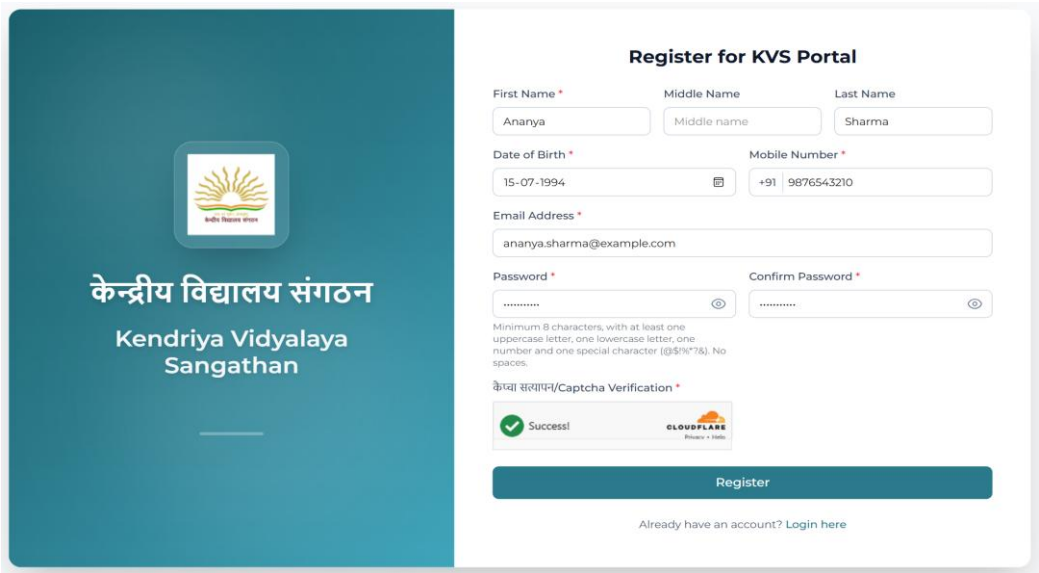

Read the **Important Instructions for Applicants** carefully before applying. The **FAQ** page answers common questions.

## 2. Create your account

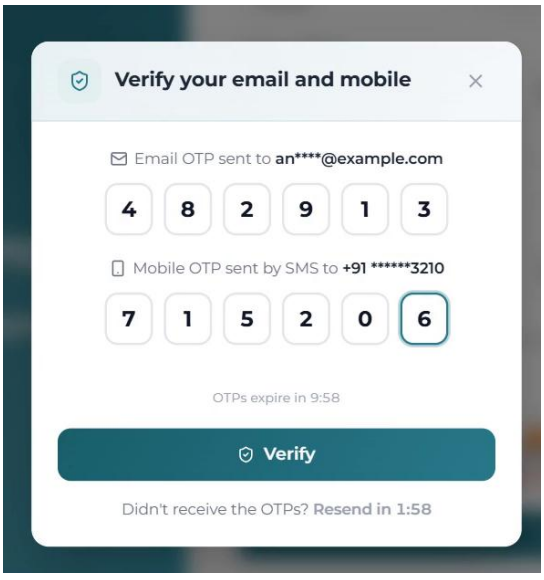
Click **Register**. Read the Important Instructions for Applicants carefully, tick the box to confirm, and click **Proceed to Application**.




Enter your name, date of birth, mobile number, email and a password. Complete the captcha and click **Register**.

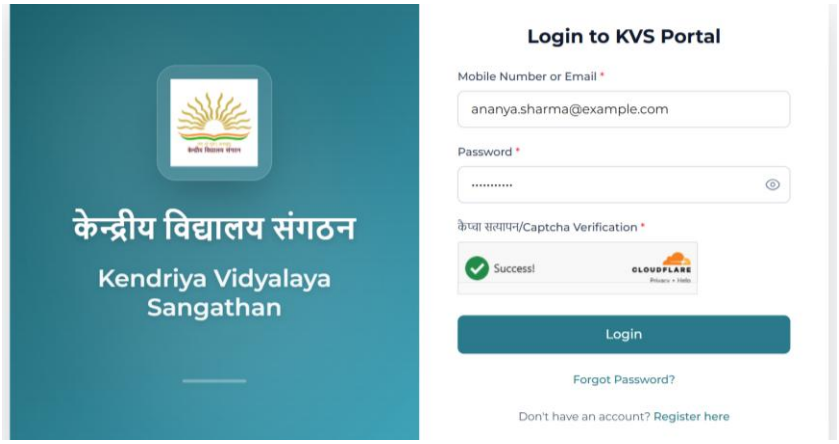



Enter the OTPs sent to your email and mobile, and click **Verify**. The login page opens with **Registration successful!**

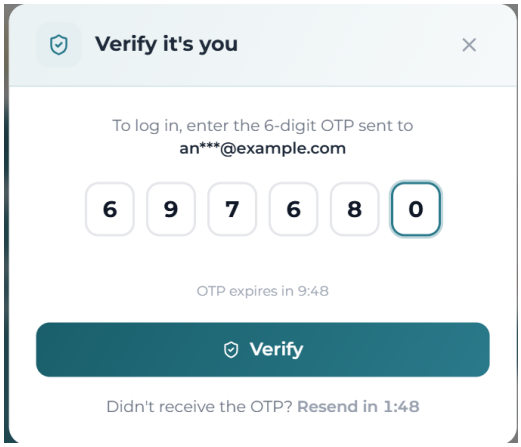


## 3. Log in

Enter your mobile number or email and your password, complete the captcha and click **Login**.



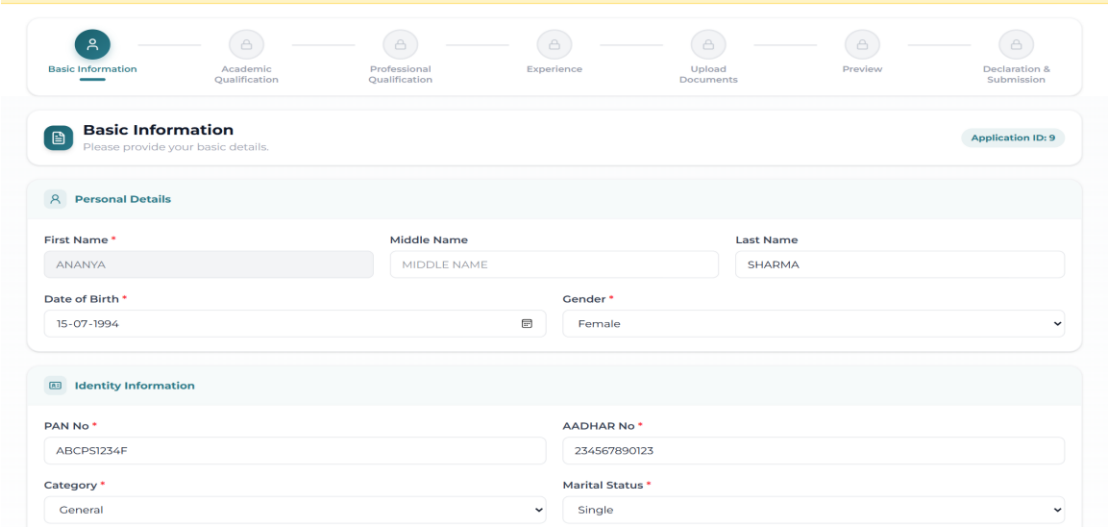

A 6-digit OTP is sent to your registered email. Enter it in the **Verify it's you** box and click **Verify**. You land on step 1 of your profile.



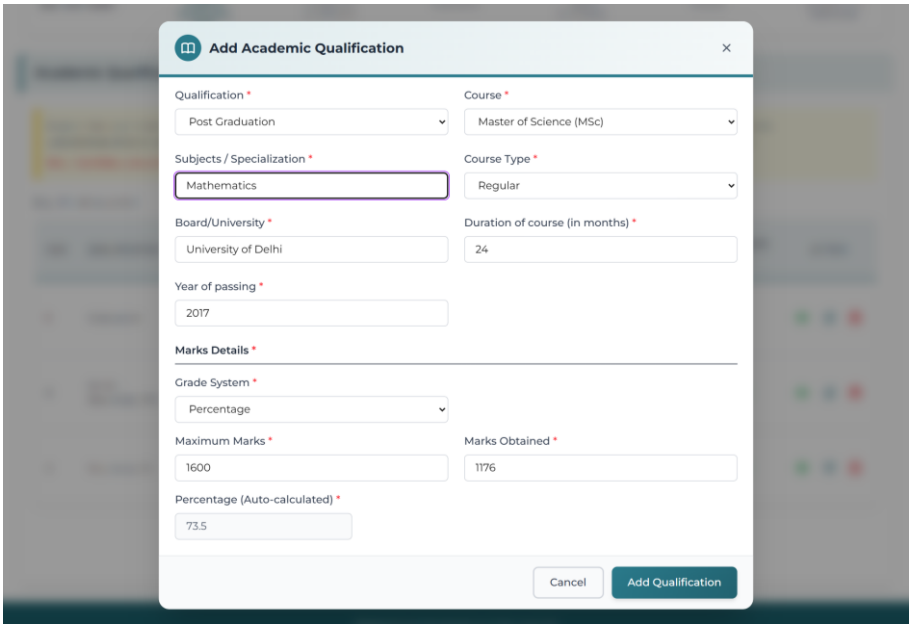

## 4. Fill your profile

The bar at the top shows the seven steps. Finish each step and click **Save & Next** or **Save & Continue** to move on.

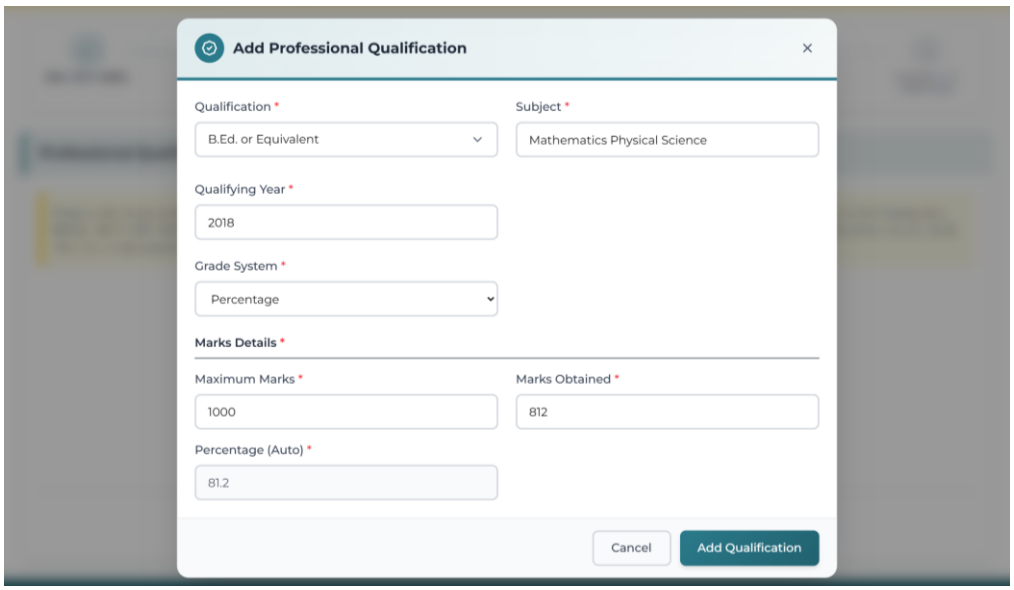
**Step 1: Basic Information.** Check your details and fill in gender, PAN, Aadhaar, category, marital status and address.



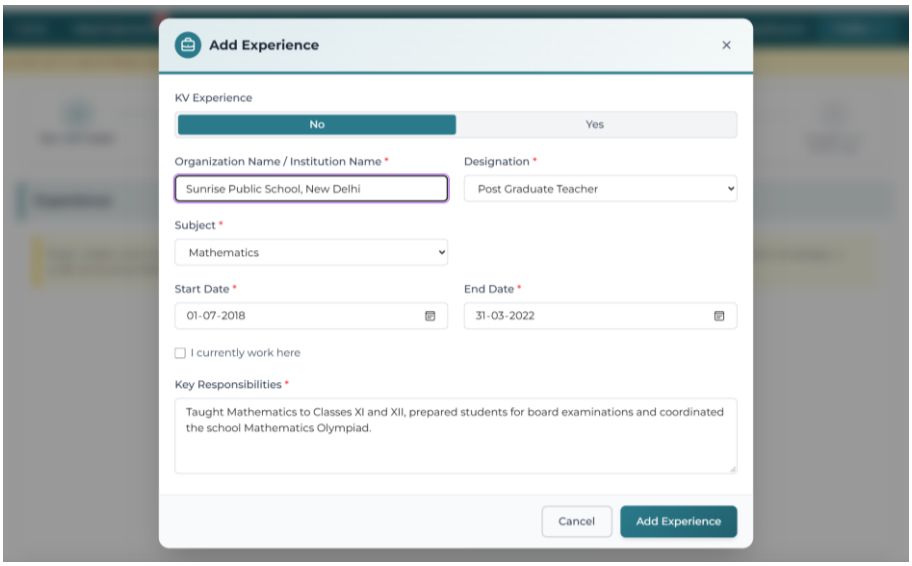
**Step 2: Academic Qualification.** Click **Add Qualification**, fill in one qualification and click **Add Qualification**. Repeat for each one. The percentage is worked out for you.



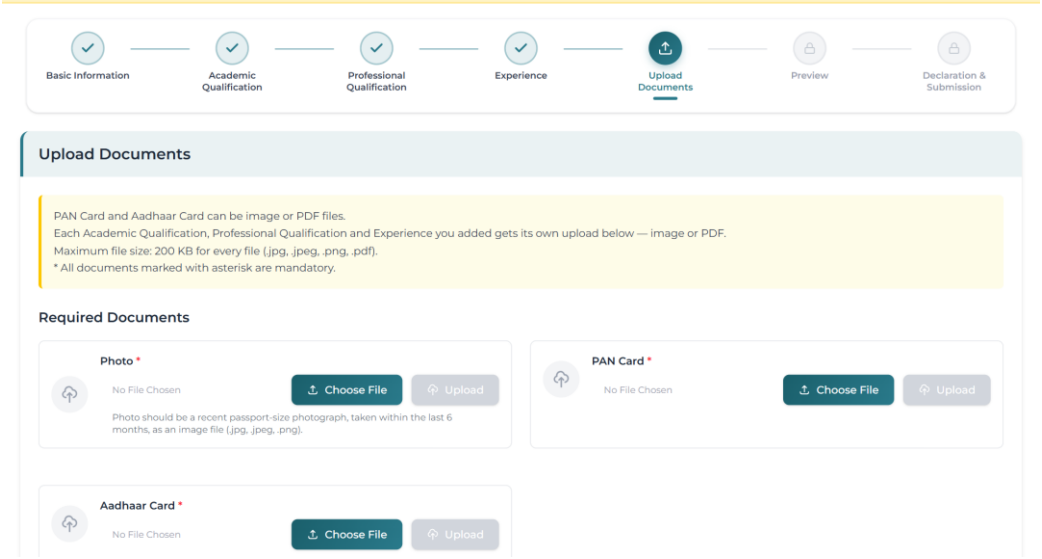

**Step 3: Professional Qualification.** Add each professional qualification (for example CTET or B.Ed.) the same way.




**Step 4: Experience.** Click **Add Experience** and answer **KV Experience**: choose **Yes** for a Kendriya Vidyalaya (then pick the State and the school), or **No** for any other school (type its name). Fill in the designation, subject, dates and responsibilities. For your present job, tick **I currently work here**.

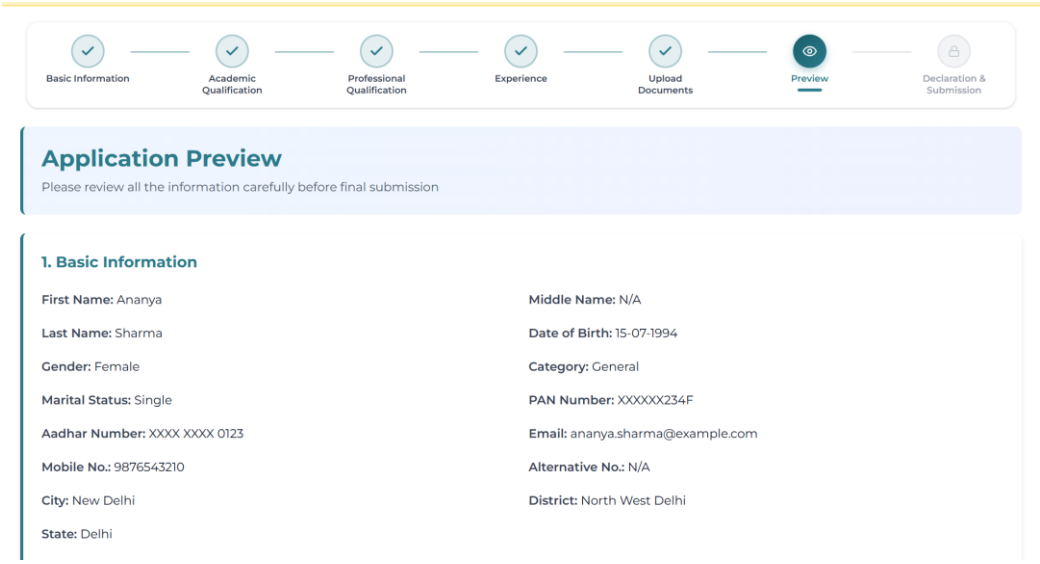



**Step 5: Upload Documents.** On each card, click **Choose File**, then **Upload**. A green tick shows the file is uploaded.

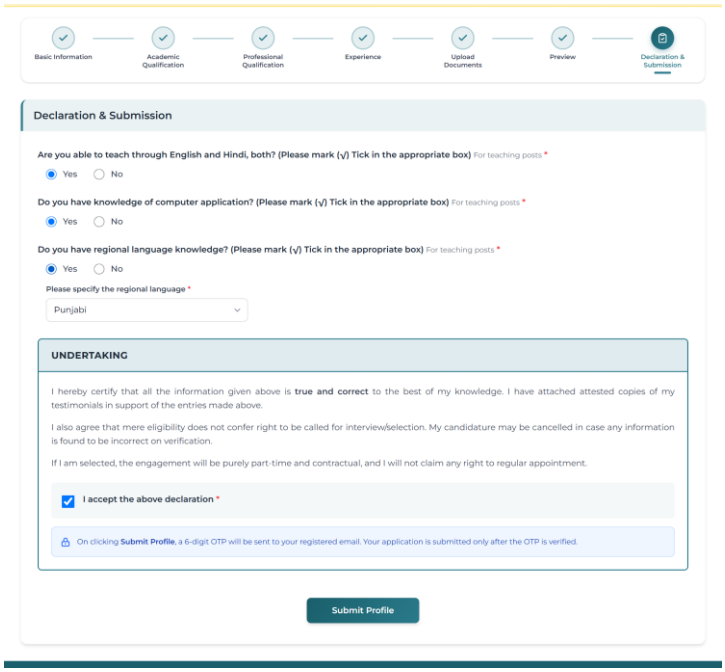


## 5. Preview and submit

**Step 6: Preview** shows everything you entered. If anything is wrong, go back and correct it, then click **Save & Continue**.

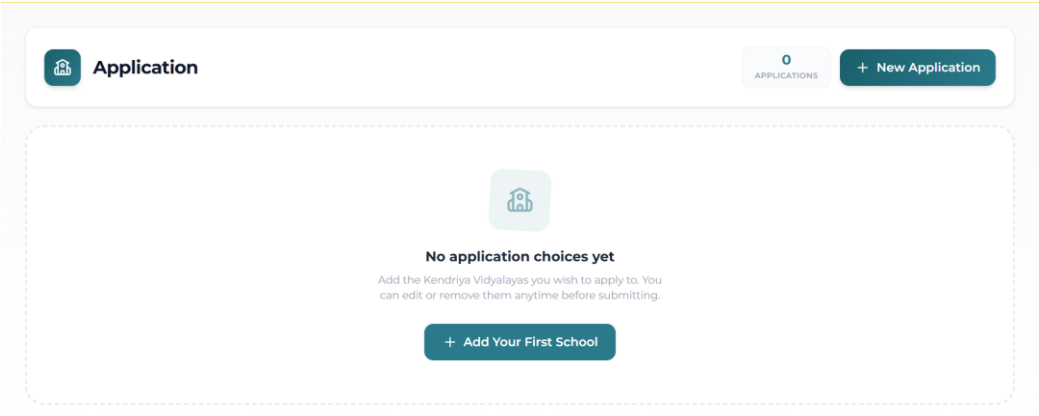



**Step 7: Declaration and Submission.** Answer the questions, tick **I accept the above declaration** and click **Submit Profile**. Enter the OTP from your email and click **Verify**.

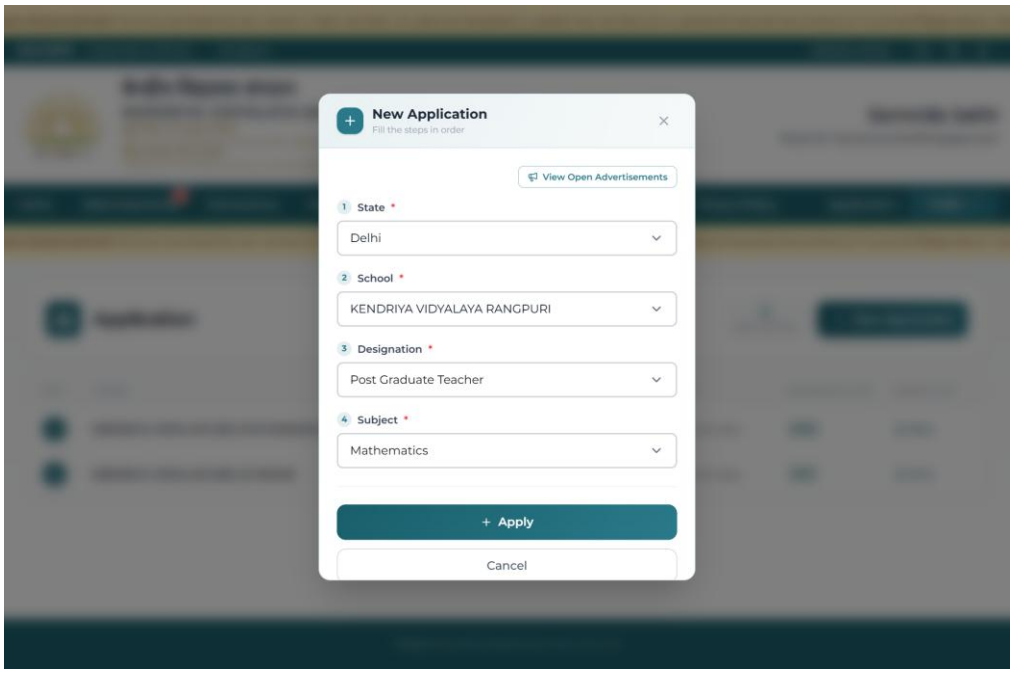


## 6. Apply to Kendriya Vidyalayas

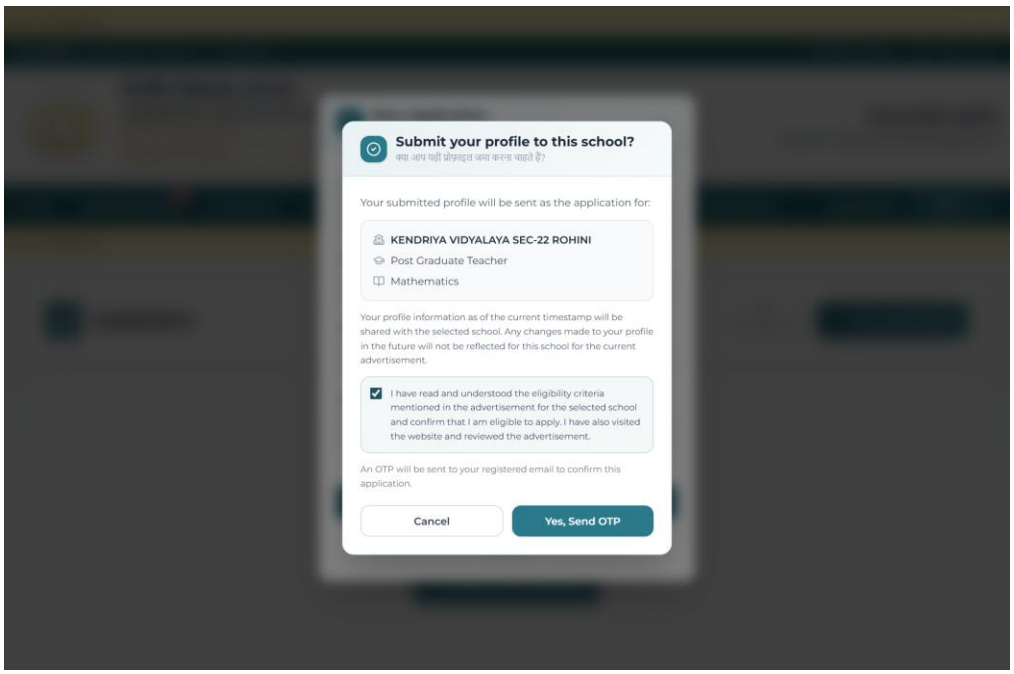
Click **Application** in the top menu, then **+ New Application**.



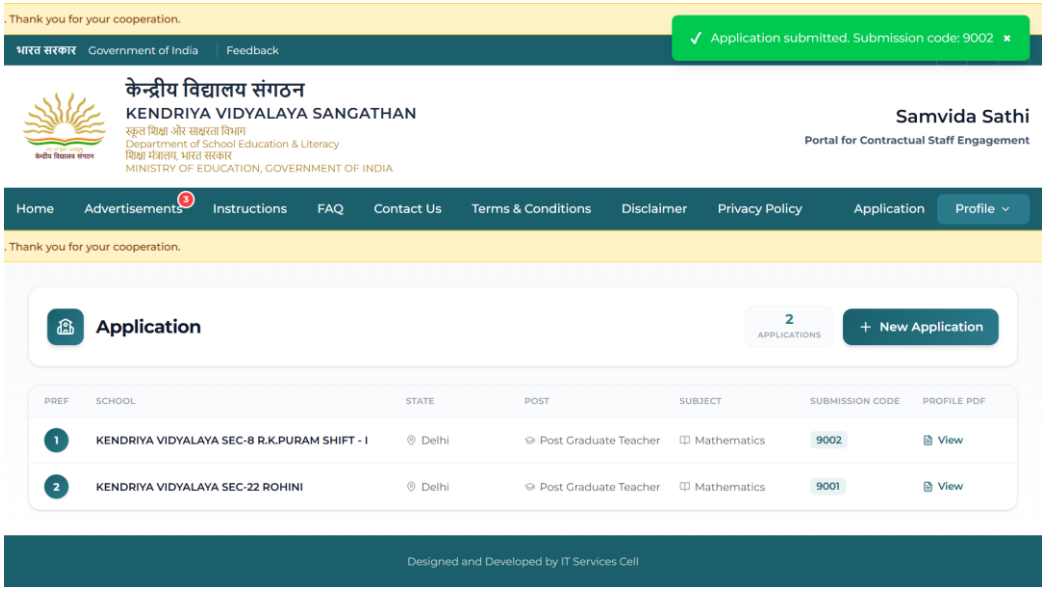

Choose the **State**, **School**, **Designation** and **Subject**, and click **+ Apply**.



Check the details, tick the confirmation box and click **Yes, Send OTP**. Enter the OTP and click **Verify**.

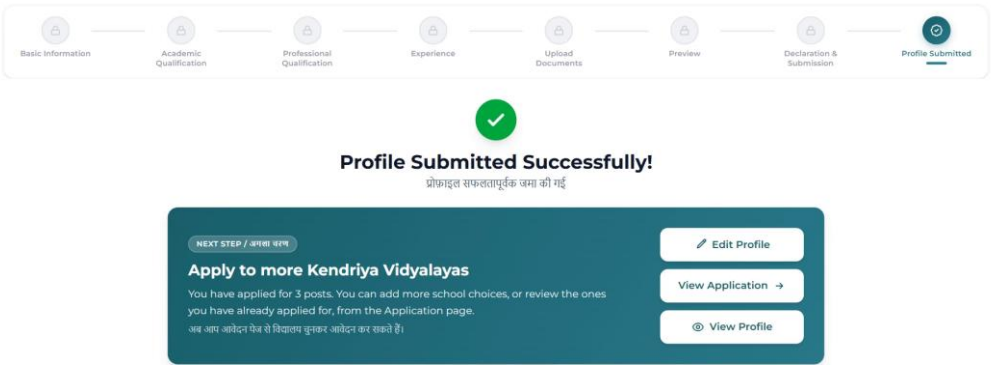



Each application is listed with its submission code. Click **View** to open the profile sent to that school. Repeat to apply to more schools.

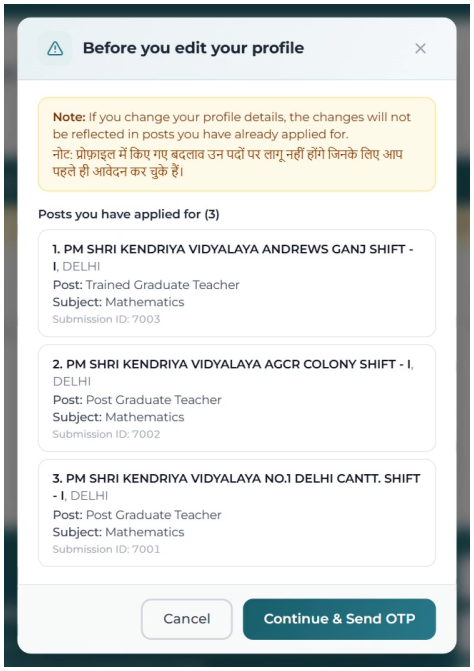


## 7. Your application and editing your profile

After you submit, you see **Profile Submitted Successfully!** with **Edit Profile**, **View Application** and **View Profile**.

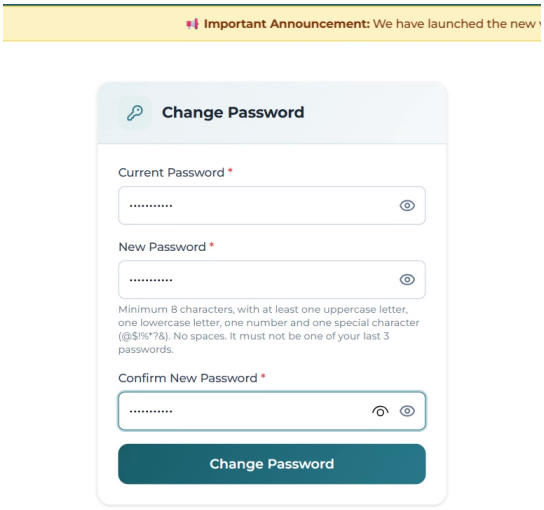



To make changes, click **Edit Profile**, then **Continue & Send OTP**, and enter the OTP. Changes do not reach posts you have already applied for. Submit your profile again when you finish.

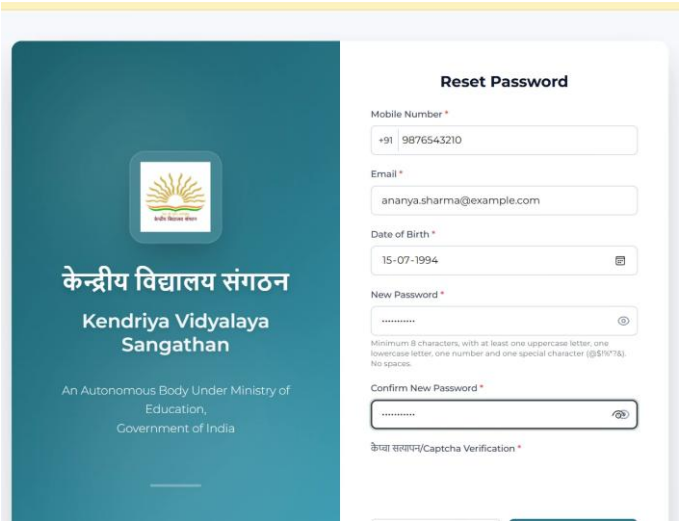


## 8. Account and settings

**Change password:** click **Profile**, then **Change Password**. Enter your current password and the new one twice, and click **Change Password**. You are logged out on other devices.




**Forgot password:** on the login page, click **Forgot Password?**. Fill in your details and a new password, click **Reset Password** and enter the OTP.




## 9. Quick help

| If this happens | Do this |
|---|---|
| The OTP hasn't arrived | Check your spam folder, wait a moment, then click **Resend**. Use the newest OTP you received. |
| A file won't upload | Use a .jpg, .jpeg, .png or .pdf file of 200 KB or less. |
| You forgot your password | Click **Forgot Password?** on the login page. |
| You need more help | Open **Contact Us** from the top menu. |